

Zoning Request Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.

- ☐ Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: for Z#_____", signed & sealed by a surveyor.
- ☐ The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on peel-off labels along with the postage calculation worksheet.
- ☐ Traffic Impact Analysis may be required (see TIA criteria in Comprehensive Zoning Ordinance).
- ☐ The metes and bounds description and all exhibits shall be provided on a CD in Word or PDF format.
- ☐ A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the meeting for Planning & Zoning Commission. Submit the date and time of the proposed meeting...to schedule with assigned Planner.

EXHIBIT A

GENERAL

- ☐ Title block located in lower right corner (titled as "Exhibit A: for Z#_____) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
- ☐ Legend, if abbreviations or symbols are used
- ☐ A site data summary table may be necessary (review with planning dept. prior to submitting)
- ☐ Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Adjacent Property within 200 feet – subdivision name, owner's name and recording information, land use, and zoning
- ☐ Natural features including tree masses, drainage ways, and creeks
- ☐ Existing topography at five (5) foot contours or less
- ☐ Assignment of use to specific areas within the plan
- ☐ Existing and requested zoning boundary lines
- ☐ Building sites (including maximum building, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required
- ☐ Potential residential density if proposed zoning is for residential districts (exclude major thoroughfares from density calculations)
- ☐ Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, flood plains and facility sites

- ☐ Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
- ☐ Additional information as requested by Planning & Zoning Commission, City Council, or staff to clarify the proposed development and compliance with minimum development requirements (i.e. TIA)

ENGINEERING

- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- ☐ Proposed reclamation of floodplain area(s), if applicable, with acreage
- ☐ Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)

TRAFFIC

- ☐ Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- ☐ If the zoning exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- ☐ Distances (measured edge to edge) between existing and proposed driveways and streets

Preparer's Signature _____